

**Land Area (square miles):**  
9,775 Rank: 42/50

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**Access to Records in State Archives, cont.****Reference services provided, cont.**

No fees have been initiated in last 2 years.

**Arrangement and description activities, cont.**

**Nonelectronic finding aids** available at State Archives describe 100% of the holdings at the series level.

**Published finding aids** produced by State Archives describe 85% of holdings at the series level. Automated finding aids available in-house describe 100% of holdings at series level. Automated finding aids accessible remotely describe 40% of holdings at series level/

**FACILITIES****State Archives Building**

(owned by Maryland State Archives)

Constructed: 1986

Total storage capacity: 190,000 cu. ft.

Percent now occupied: 92 %

Will be full within 5 years  
No construction planned

Existing environmental controls (ANSI/NFPA standards):

100% year-round temperature controls  
100% year-round humidity controls  
100% fire detection  
100% fire suppression

**State Records Center**

(owned by Department of General Services)

Constructed: 1970

Renovated: 1981, 1994

Total storage capacity: 190,000 cu. ft.

Percent now occupied: 74%

Will be full in 5-10 years  
No construction planned

Existing environmental controls (NFPA standards):

100% year-round temperature controls  
100% year-round humidity controls  
100% fire detection  
100% fire suppression

**SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES****Technical assistance provided by Records Management (FY 1994):**

No. completed 52(state agencies)

**No. of local government units (1992):**

23 counties 237special districts  
155 municipalities

**Services to state and local agencies by State Archives:**

Consultation on record scheduling, inventory, and transfer

Conservation/preservation services including assessment of preservation needs, recommending treatment, providing solutions to records preservation problems

Micrographics services include film processing, duplication, inspection, and description

**Services to state & local agencies by Records Management:**

Training and consultation

Publications

Micrographics services

State Archives has authority to accept original archival records from local governments

**MICROGRAPHICS****Microfilming activities by Records Management (FY 1994)**

Source document microfilming	2,707,957	images
COM	22,938,743	images
Processing	3,835	rolls
Duplicating	15,643	rolls
Fiche duplicated	200,584	fiche

**Microfilming activities by State Archives(FY 1994)**

Source document microfilming	96,204	images
Processing	2,592	rolls
Duplicating	31,229	rolls

cont.

**PRESERVATION POLICIES AND SERVICES****Preservation activities by State Archives (FY 1994)**

24,182 sheets cleaned	125 volumes rebound
21,887 sheets deacidified	30 volumes disbound
11,130 sheets mended	32 volumes repaired
425 sheets encapsulated	32 cu. ft. rehoused

State Archives does not have a written preservation plan or a written disaster plan.

State Archives does not have a preservation officer but does employ a trained, full-time conservator.

Maryland has a statewide preservation plan, but not a disaster response team.

**Micrographics, cont.**

Records Management and State Archives both provide centralized micrographics services for state and local government agencies.

State Archives offers a full range of source document microfilming, film processing, duplication, and quality inspection to state and local agencies.

State Archives has experienced redox problems but Records Management has not.

Records Management stores security microfilm for state agencies but not local governments; State Archives stores security microfilm for both state and local government agencies.

**AUTOMATED APPLICATIONS****State Archives uses the following automated applications:**

Finding aids	
Word Perfect, dBase, Word Cruncher, Ventura	
Accessioning	dBase
Inventory control	dBase
Records scheduling	dBase
Correspondence	Word Perfect, dBase
Space management	dBase
Bookkeeping	dBase
Publications	Word Perfect, dBase, Ventura
Conservation and copy orders	dBase, Word Perfect

**Records Management uses the following:**

Accessing	dBase
Publications	Word Perfect

**Electronic Mail**

Records Management staff cannot communicate via e-mail. NASIRE reports that electronic mail applications and Internet accessibility are top priorities in Maryland state government.

**ELECTRONIC RECORDS**

State Archives and Records Management both have an electronic records management program integrated with regular program.

Records Management has surveyed/inventoried electronic records in state agencies; both Records Management and State Archives have scheduled dispositions for electronic records.

Records Management stores security copies of electronic records. State Archives began accessioning electronic records in FY 1995.

State Archives has developed rules and regulations, issued in 1994, regarding electronic records.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1984, 1994 statutes  
Includes electronic records and e-mail.

**Public's right to access to government records**  
provided in statute.**Restrictions to specific classes of records**  
provided, time limits vary.**Permanent paper standards**  
None**Optical imaging standards**  
1994 regulations**Admissibility of microfilm**

1950 Attorney General opinion

**Admissibility of optical images**  
none**Admissibility of electronic records**  
none**Theft/defacement of a public record**  
1984 statute**Replevin**  
1979 guidelines**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Department of Budget and Fiscal Planning; neither Records Management nor State Archives is active in the state's IRM work.

**Information Policy Coordination**  
No activity reported.**Government Information Locator Service**  
No activity reported.**Electronic Access to Government Information and Services**

NASIRE reports that Maryland has no applications providing electronic access to government information and services. The Maryland State Archives is developing campus-wide applications for connectivity for Internet access, e-mail, and sharing of information resources for the Annapolis complex of state buildings cont.

## Information Policy and Information Infrastructure Initiatives, cont.

### Electronic Access to Government Information and Services, cont.

NGA reports that Maryland's Department of Budget and Fiscal Planning is leading a statewide initiative to redesign the state's financial management information system. Office of Planning is implementing a statewide GIS strategy in cooperation with other agencies.

State Archives

<http://www.mdarchives.state.md.us>

State Library

[gopher://sailor.lib.md.us](http://gopher://sailor.lib.md.us)

## Special Projects and Program Highlights, cont.



### The Maryland State Archives on the Internet

The Maryland State Archives (MSA) has had a home page on the World Wide Web up since March 1995, the first Maryland state agency to have such a presence. The page has hyperlinks to a number of different subject, including : All about the Archives, Maryland State Government; Reference Services; Education and Outreach; Geographical Services; and Preservation and Conservation. The Archives updates its site on a regular basis.

### The Maryland Newspaper Project

Since 1979, the MSA has cooperated with individuals and organizations in a project to microfilm over 2 million pages of 234 Maryland newspapers. The resulting "Guide to Maryland Newspapers" is available on the Archives' Web site.

### Maryland Commission on Artistic Property

The Maryland Commission on Artistic Property of the MSA is responsible for managing the state's collection of portraits and other fine arts. In the collection are a number of portraits by the foremost colonial portraitist Charles Willson Peale, including "Washington, Lafayette and Tilghman at Yorktown" which is on display in the Old Senate Chamber of the Maryland State House. A complete description of the State House and its exhibits as well as the holdings of the Commission on Artistic Property will soon be available on the Archives' Web site.

### Courts Projects

The MSA, in cooperation with the Administrative Office of the Courts, has undertaken a wide range of projects designed to replace, improve, standardize, preserve, and make more accessible records relating to land ownership in Maryland. Encompassing all of Maryland's 24 jurisdictions, these projects include sites visits and consultation with local court staff, land records film processing and duplication, monitoring vendor performance in various land records refilming projects, and the transfer, description, and preservation microfilming of Maryland' subdivision, condominium, and survey plats.

### Maryland Deposit Insurance Fund Records

The Archives has assumed responsibility for approximately 12,000 cubic feet of receivership records from several failed Maryland savings and loan associations. These records are being processed in a program that will serve as a model for similar projects in the future. Temporary staff, working under Archives supervision, are appraising and describing the collection at the folder level, inputting the data into dBase files.

### Education and Outreach

The MSA has developed an Electronic Classroom for teaching students of all grade levels history and social studies using the Internet. The course content is drawn from the Documents for the Classroom program developed by the State Archivist. This approach of using Web technology locally was initiated in our NEH-funded 1995 Summer Teachers' Institute. The computers used in the course were supplied as part of a cooperative project with a private school in Baltimore. The Archives is now engaged in a cooperative program with the Anne Arundel County Public Schools to train teachers in the use of the same technology combined with the Documents for the Classroom.

### Vital Records Legislation

Recent legislation sponsored by the Archives broadens public access to the birth, death, marriage, and divorce records maintained by the Division of Vital Records of the Department of Health and Mental Hygiene. Carefully balancing concerns over individual rights to privacy with public rights to access, this legislation seeks to make accessible to government and the public the electronic indexing to these important record series. A related joint project of the Archives and the Division of Vital Records is aimed at safeguarding their extensive, yet fragile electronic records through establishing direct Archives' links to Vital Records datafiles.

### Rules and Regulations

The Archives promulgated regulations to define agency responsibilities in the creation, use, maintenance, appraisal, preservation, storage, access, and disposal of electronic records. These regulations represent the first serious attempt to deal with the problems of permanent retention of electronic records

### Allegany County Plats Restoration

The MSA has recently completed the restoration of more than 3,000 Allegany County plats, a collection of important records relating to land ownership in the county. The project included cleaning and restoring the documents, some of which were very large and in very poor condition and then microfilming and scanning them and placing them in folders or encapsulating them. A database of the collection was created for easy reference and retrieval. The Archives' conservation lab is well equipped to handle large and difficult projects such as this one.

## FOR FURTHER INFORMATION

**State Archives**

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**Records Management**

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 Maryland State Records Management  
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**Notes****Program elements included in Archives and Records**

**Management budget and FTE figures:** In addition to core elements found in most state archives and records management programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Maryland budget and personnel figures also cover

- service to local governments
- centralized micrographics
- preservation microfilming
- records preservation
- records center operations

**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: (Archives) Patricia V. Melville, Director, Reference Services, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401 Phone: (410) 974-3914. (Records Management) William E. Taylor, Director, Maryland State Record Management Center, Box 275, Jessup, MD 20794 (410) 799-1930. Also Lynne MacAdam, Maryland State Archives.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.